



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK
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NAVCRUITDISTNYINST 5330.1A
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17 Sep 13

NAVCRUITDISTNY INSTRUCTION 5330.1A

Subj: COMMAND POLICY ON WORKING HOURS FOR MILITARY PERSONNEL

1. Purpose. To establish guidance and procedural direction regarding working hours for military personnel at Navy Recruiting District (NRD) New York.

2. Cancellation. NAVCRUITDISTNYINST 5330.

3. Discussion. The health and welfare of this command is the direct responsibility of the Commanding Officer (CO). In order to ensure that all command personnel are receiving normal liberty, a command policy on working hours is established in writing.

4. Working Hours Policy

a. Recruiter working hours.

(1) A recruiter's workday shall not exceed 10 hours, exclusive of commute to/from work, without Division Leading Chief Petty Officer (DLCPO) and Division Officer (DO) approval.

(2) This approval shall be documented on individual and station planners and may not be delegated below the DLCPO level.

(3) Working hours should be aligned with station/office hours to the maximum extent possible, however, flexibility exists to allow for evening and weekend events, as well as quality of life scheduling (family events, off-duty education, etc.) without adversely impacting required production activities.

(4) In all cases, driving time between recruiting activities (i.e., "windshield time") shall be considered part of the recruiter's workday, and scheduled/planned for accordingly.

(5) Working hours should be adjusted to support school visits and ASVAB testing as required.

(6) Physical Readiness activities shall be aggressively integrated into individual planners. Physical readiness activities shall include a minimum of three sessions per week devoted to moderate and moderately high intensity physical conditioning. Physical conditioning sessions should be at least 60 minutes in length to allow for proper warm-up and cool down, and target at least 30 - 45 minutes of continuous aerobic activity.

b. Only the Commanding Officer (CO) has the authority to extend an individual's working hours by more than two hours in any week. It will be the exception and not the rule.

c. Recruiting Station Office Hours. Recruiting Stations shall be open for business at a minimum 0900-1700, Monday through Friday. Hours may be shifted or extended to allow for certain events (DEP meetings, training, etc.) however, stations shall not remain open for business after 1930, or during weekends, without prior approval from the Executive Officer.

d. Headquarters working hours are 0800-1700, Monday through Friday.

e. Navy Recruiting Processing Station (NRPS) working hours are in accordance with the Military Entrance Processing Station's (MEPS) operating schedule.

f. Saturdays. Saturdays are normally a day of regular liberty, however, attendance at special recruiting events, career fairs and other weekend events are all requirements of Navy Recruiting and will be supported. All supervisors have a duty to ensure Saturdays are used sparingly and prudently to ensure recruiters are given adequate time off and ensure our Sailors have a regular and predictable working schedule. For all departments, working on a Saturday requires prior approval from the Executive Officer.

g. Military members who are required to work outside of normal working hours will be compensated time off equal to the overtime worked. Compensation for recruiters work outside normal working hours for missing activity due to mismanagement of time is not required.

h. Individual working hours over 12 hours in any 24 hour period, are not authorized without prior approval from the CO. The CO will assess the mission essential nature of the request, conduct an Operational Risk Management assessment and ensure the individual receives adequate rest and compensatory time off prior to resuming duties following any workday greater than 12 hours.

i. Sundays and Federal Holidays. Federal law determines public holidays. Except as noted above, no one shall be required or allowed to work on Sundays, Federal Holidays, or CO-designated days off without the CO's specific approval. This authority rests solely with the CO and is not delegated.

(1) On Sundays or Federal Holidays, recruiters may be required to transport applicants or shippers, or perform other necessary administrative or processing duties associated with next-day NRPS processing. Appropriate compensatory time (hour for hour) shall be applied to the individual's activity planner as soon as practicable.

(2) Recruiters may volunteer or in some cases be detailed to participate in community or recruiting public affairs events on weekends and holidays. For command-directed community relations events, compensatory time shall also be applied.

j. An individual whose personal religious beliefs require that he or she abstain from work at certain times of the workday or workweek, will be permitted to work alternative hours so that the individual can meet their religious obligation. Prior coordination with the direct supervisor is required.

5. Action. This policy will take effect immediately.

C. M. YOUNG

